DRAFT

Web-based EI Reporting Instructions

Instructions for Submitting an Annual Emissions Inventory Online

Version 2.0
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Overview: The Annual Emissions Inventory Report System

A regulated entity can submit an annual emissions inventory online to the Texas Commission on Environmental Quality (TCEQ) through the Web-based Annual Emissions Inventory Report (AEIR) program area within the State of Texas Electronic Emissions Reporting System (STEERS). The AEIR submission system is available to individuals with a STEERS account and authorization to update one or more emissions inventory (EI) questionnaires. The user can submit an annual EI update through this system per the requirements of 30 Texas Administrative Code (TAC) §101.10 (Emissions Inventory Requirements).

This document discusses how to use STEERS-AEIR to submit an EI update, but please refer to the Emissions Inventory Guidelines for details on the terminology used in this document and the EI process itself, including information required to be reported.

Three steps are required for completing an AEIR web-EI update. The user must successfully:

1. **Update the EI using the AEIR system**.

   The user can select one of two available options for updating data through the AEIR system:

   Option 1 **EIQ Entry**: Also referred to as manual entry, this method allows the user to update and add data to the EI using a Web browser. Each facility identification number (FIN), emissions point number (EPN), control identification number (CIN), and emissions record is updated in a manner similar to submitting an emissions inventory questionnaire (EIQ) printed on paper. The user can update portions of the EI over multiple days until complete. Limited validation routines help the user enter updates of the required information in the proper format.

   Option 2 **Upload File**: Import a single text file (delta file) that contains all EI updates into the AEIR Work Area. The file is loaded from the user's workstation into the Work Area. Delta files for loading into AEIR are created off-line by the user and are not needed if option 1 is used. For more information on delta files please refer to the series of electronic reporting documents on the TCEQ's point source emissions inventory Web page: http://www.tceq.texas.gov/airquality/point-source-ei/psei.html

2. **Submit a complete EI from the Work Area.**

   After the user completes manual entry or successfully loads a delta file, the user submits the data to the TCEQ for upload into the State of Texas Air Reporting System (STARS) database.

3. **Submit sample calculations and supporting documentation.**
   The user submits sample calculations and supporting documentation as required per the provisions of 30 TAC §101.10 for a complete submission. Refer to Chapter 1 of the Emissions Inventory Guidelines for more information.

Additionally, the user can view and save a copy of the data sent to the TCEQ, track file activities, and view and save any error logs. The user can also update the EI contact information.

More details about this process are presented below, beginning with obtaining access to STEERS.

Getting Started

STEERS accounts are issued to individuals, not organizations. Each person updating EI information through the AEIR system will need to create his/her own STEERS account. After successfully creating a STEERS account, the user configures access to STEERS by specifying which RNs the user needs to access and the level of access needed. Creating a STEERS account and configuring access to the AEIR system are one-time operations and do not need to be redone annually.

Multiple STEERS users can obtain AEIR access for the same RN. Obtaining AEIR access for an RN allows each user to view and edit all entered EI data. Therefore, multiple users can enter EI data versus a single user, which speeds data entry for larger accounts.

STEERS Access

The user must have a STEERS account and password to update and/or submit an EI through the Web. Obtaining access to STEERS and/or the AEIR program area within STEERS is a multi-step process. General instructions are provided below. Please refer to the STEERS home page and user help documentation for more information: https://www3.tceq.texas.gov/steers/.

Opening the STEERS home page (using the link above) and clicking on the **to create a new account** link will take new users through the process of creating their STEERS account. Follow the onscreen instructions to create a new account. For any questions at this point in the process refer to the STEERS help link at the top of the STEERS Web page or contact STEERS at (512) 239-6925.

Note: The STEERS help link is context-specific and will open the help document at a point relevant to the current Web page.

After creating a STEERS account or logging in with an existing STEERS account, the user will need to obtain AEIR system access for each RN required to update and/or submit EIs.

1. From the STEERS home page, click the **My Account** button at the top of the page.

2. Select **AEIR** from the drop down list located in the **STEERS Access** block and click **Go**.
3. Click **Add IDs**.
4. At this point the user must select their access type. There are three levels of access:
   - Read Only – View data in the AEIR system but cannot update or submit (this role is not very useful for the AEIR system and probably should not be selected).
   - Edit – Edit data on screen or upload delta files, but cannot certify and submit.
   - Submit – Same as Edit but can certify and submit data. Users selecting Submit access will need to certify they have the authority or have been given the authority to submit data by an appropriately authorized person. This is a self-certifying process and it is the responsibility of the user to select the proper access and specify the proper authorization.
5. Complete all fields and enter one or more RNs. Click **Add IDs** towards the bottom of the page then **Confirm Add** on the next page to complete set up.

Note about access: The user that submits the EI data can be different than the user(s) that entered or loaded the data into AEIR.

After creating a STEERS account and setting up access to the AEIR system, the user's account is placed on probation, which limits system access. The user will remain on probation until a STEERS Participation Agreement (SPA) is submitted. Making changes to an existing STEERS account, such as adding more RNs for AEIR access, places those changes on probation and requires a new SPA.

To submit a SPA, return to the STEERS home page and click the **My Account** button. There should be two options buttons at the top of the page: **Paper SPA** or **E-sign SPA**.

If the user has a valid Texas driver license, the E-sign option may be used. Click **E-sign SPA**, complete the appropriate fields, and follow the on-screen prompts to submit the SPA.

If the user does not have a valid Texas driver license, click the **Paper SPA** button, then click the **Generate Your SPA** button. Follow the onscreen instructions for completing and submitting the paper SPA.

Once the STEERS account is taken off probation, the user will have access to all of the requested functions.

For questions about the SPA, please refer to the STEERS help link or contact STEERS at (512) 239-6925.

Navigating in the STEERS and AEIR Systems

Navigate between windows in STEERS applications through the navigation buttons located at the top of each screen, as shown in Figure 1. The first row includes the **STEERS Home**, **Help**, **Contact Us**, and **Logout** buttons. The second row navigates between specific AEIR windows. The system does not display all buttons at all times. The status of the file being processed and the authority of the user will determine which buttons are displayed.

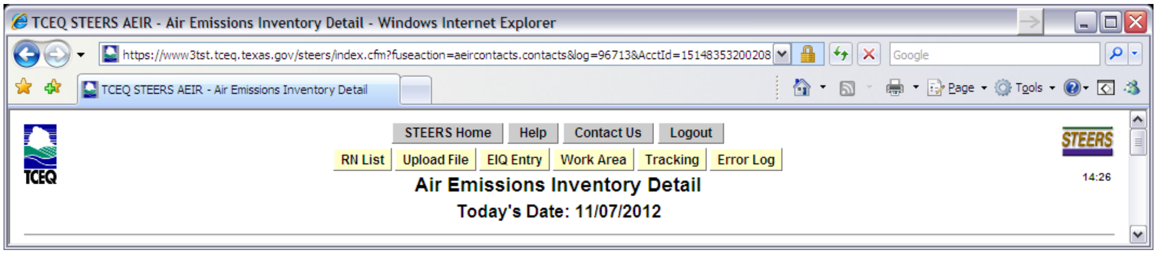


Figure 1: Navigation Buttons

Important Note: Do not use the Web browser back or forward buttons. Data may be lost or system errors occur if the browser buttons are used.

Select RN/Account Number

After signing in to STEERS and selecting the AEIR program, users with AEIR access for multiple RNs will be taken to the **Annual Emissions Inventory Report** page. This page lists all of the RNs the user can access through the STEERS AEIR system. Selecting an RN from the list takes the user to the **Air Emissions Inventory Detail** page for that RN. If an RN for a site is not listed, ensure the RN was added to the user's STEERS account through the **My Account** set up and also ensure that a SPA was submitted.

If the user only has AEIR access for one RN, then the **Air Emissions Inventory Detail** page is the first page displayed after logging into STEERS and selecting the AEIR program.

From the **Air Emissions Inventory Detail** page the user can:

- View details of the RN
- Add, edit, and/or submit contact information changes
- View and download any error logs
- View file tracking information
- Begin the EI update process through either **Upload File** or **EIQ Entry**.

Updating contact information and the general EI update process are discussed in detail below.

Edit or Add Contact Information

The user may update emissions inventory contact information on the Air Emissions Inventory Detail page, shown in Figure 2. Select the **Edit** button at the bottom of the screen to make any changes. If no contact information is available in STARS or the STEERS Work Area, the **Add** button is displayed on the bottom of the page. Click the **Add** button to enter contact information. Please note that the system only allows the user to submit contact information changes to STARS once a day.

After the user clicks the **Edit** or **Add** button, the user is brought to a window to enter or update the contact information. Note items marked with an asterisk are required. At the bottom of the page, indicate if the changes entered are updates to the same contact or the addition of a new contact. Examples of updates for the 'same contact' may be a new mailing address or a name change for an existing contact.

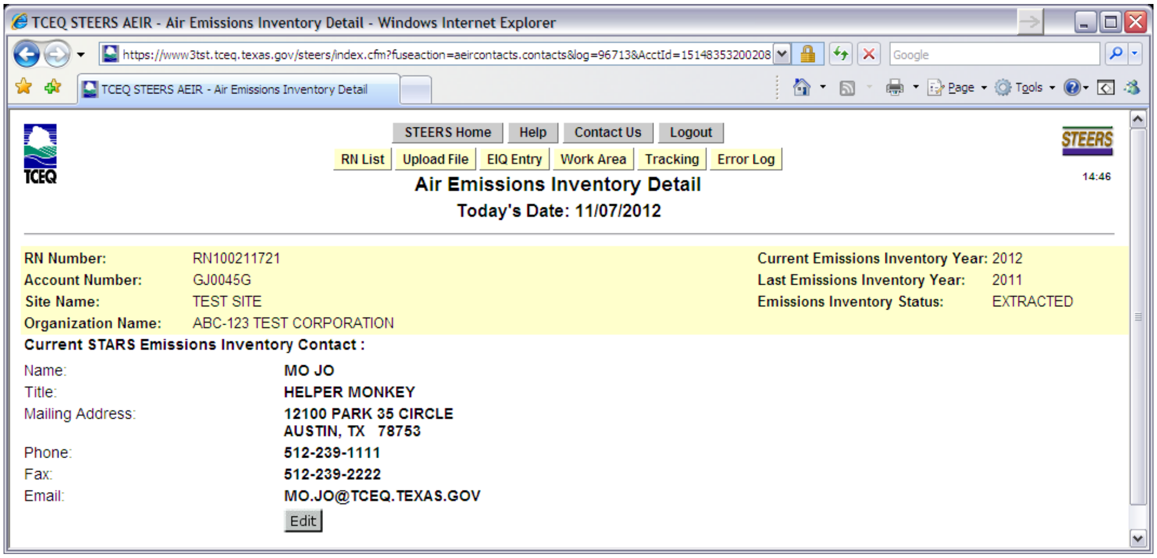


Figure 2: Air Emissions Inventory Detail Page

The user has two choices when saving the added or changed data.

- **Save** – Saves and stores the data to the STEERS Work Area only. To transmit the data to the TCEQ, have the appropriately authorized person submit the data to TCEQ (see "Save and Submit" immediately below).
- **Save and Submit** – For users with Submit access in STEERS, saves the data and submits the data to STARS. Selecting this button starts the submission process for uploading the contact data to both the STEERS Work Area and to the STARS database. The system will request certification of the changes. To certify these changes, enter the STEERS password and select **Confirm Submit** button. Only users with Submit access can submit data to the TCEQ.

Update Process for the Emissions Inventory

Before an EI can be updated through the AEIR system, the RN must have certain basic information present in the STARS database and TCEQ staff must process the data for the upcoming inventory reporting cycle. This processing is done prior to the mailing of the inventory request letters. The AEIR system is ready to accept updates if the emissions inventory status field says **EXTRACTED** in the banner and either or both of the **Upload File** and **EIQ Entry** buttons appear.

If the RN has never submitted an EI, or if neither of the **Upload File** and **EIQ Entry** buttons is available for RNs that have previously submitted an EI, please contact the

TCEQ Emissions Assessment Section Help Line at 512-239-1773 for assistance.

Submitting an EI through the AEIR system is a three-step process. The three steps are outlined below, and are discussed in more detail in subsequent sections:

1. **Update or enter data into the Work Area using one of the two available options.** One option (**EIQ Entry**) allows the user to use a Web browser to update EI data in one or multiple sessions. Users update and save data in the Work Area until it is complete and ready for submission. The second option (**Upload File**) allows a single delta file to be loaded from the user's workstation to the STEERS Work Area.

   Note: After choosing one EI update option and saving data (other than contact information) into the Work Area, the other option will disappear. Thus, only one of the Upload File or EIQ Entry buttons will remain available after the first time Save is selected.
2. **Submit the data from the Work Area into the STARS system**. The system validates this file for completeness as part of the submission process.
3. **Submission of sample calculations and supporting documentation**. 30 TAC §101.10 requires sample calculations supporting documentation, such as sample calculations, be submitted to the TCEQ. This documentation is due at the same time the EI is due.

Successful completion of all three steps above and submission of sample calculations and supporting documentation are required for the EI to be considered submitted per the reporting requirements of 30 TAC §101.10 (relating to Emissions Inventory Requirements).

Once the EI data has been submitted through STEERS, TCEQ staff will upload the validated data into the STARS database independent of the user. As part of this process, the data are subject to additional quality assurance review, and the emissions inventory contact may be contacted with questions.

Step 1: Enter Data into the Work Area

The user may choose one of two options for updating EI data in the STEERS AEIR Work Area. The two options are outlined below and explained in more detail in the subsequent sections.

From the **Air Emissions Inventory Detail** window, the user chooses the method of updating EI data by selecting one of two navigation buttons: **EIQ Entry** or **Upload File**.

- **EIQ Entry.** This process allows direct entry of emissions and related data. The user may save data in the Work Area in one or more work sessions until all data are updated. Users who have historically submitted EI updates on paper may prefer this process.
- **Upload File.** A single data text file, called a delta file, can be loaded from the user's workstation. This file is a complete update of the emissions inventory in the proper format for database processing. Past users who have submitted updated EI delta files on diskettes/CD-ROMs will most likely use this method.

Regardless of the option chosen to enter EI data into the AEIR Work Area, the Emissions Inventory Status field must show **EXTRACTED** in the banner at the start of the process. The **Upload File** and **EIQ Entry** navigation buttons must also be available at the top of the **Air Emissions Inventory Detail** page. Contact the EAS Help Line at 512-239-1773 if the buttons are not available or the status does not list **EXTRACTED**.

After the user has started one of the two options for update, either by selecting a delta file to upload or manually updating EI data via a Web browser into the AEIR Work Area, the other update option is removed. For example, if an emissions point parameter is saved into the Work Area using the **EIQ Entry** option, the option to upload a single text file (delta file) is removed and the **Upload File** button is no longer available.

Option 1, EIQ Entry: Using a Web Browser to Update an EI

After selecting the **EIQ Entry** button, the user will be directed to the **Emissions Inventory Questionnaire Entry Search** page. The page contains a drop-down menu, shown in Figure 3, that allows access to any of the EI report sections (also called tables). The user may select and update the sections in any order or may partially complete one section and move to another. However, it is recommended the user follow the order listed in the drop down.

Access a section by selecting a table name and **Search**. The user can access the previous year's information and provide updates for existing equipment by selecting the **Account-Site**, **FIN**, **EPN**, **CIN**, and **EMISSION** sections as appropriate. The user also can add new equipment to the EI through each of the **FIN**, **EPN**, and **CIN** sections. The **Add Path** section allows the user to create new emissions paths between new or existing equipment. When adding a path to the EI, the user must add and report emissions for at least one contaminant. **NOTE: The system does not allow new paths to be added with no or zero emissions.**

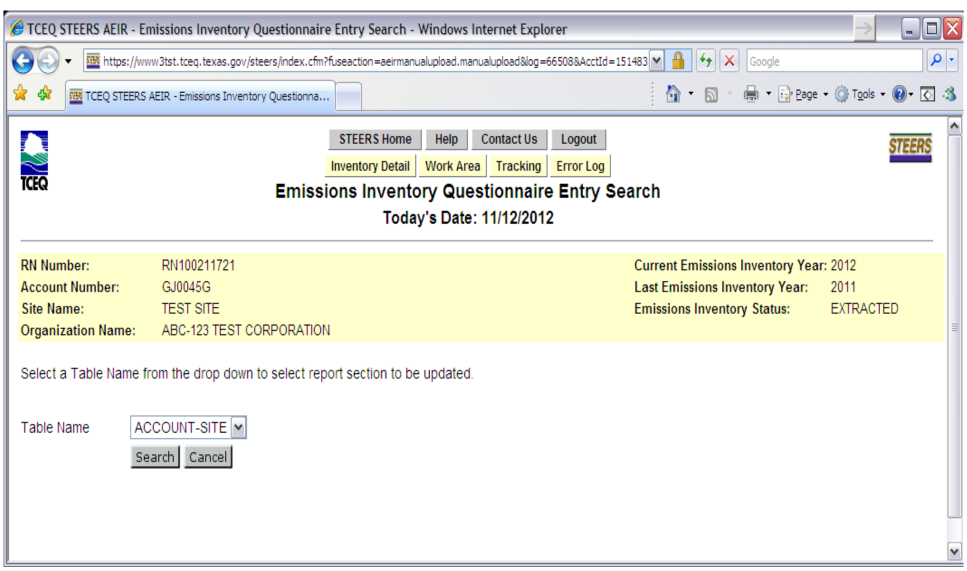


Figure 3: Emissions Inventory Questionnaire Entry Search

The system allows the user to save work-in-progress in the Work Area. Each section must be fully updated prior to submission. Specific sections are discussed individually in more detail below.

Update Account-Site Information

Select **Account-Site** from the drop-down menu on the **Emissions Inventory Questionnaire Entry Search** page and click **Search**. The system displays account and site information on the **Site Information** Web page, shown in Figure 4. The user enters data in the fields under the **New Value** column. The data listed under the **Previous Value** column are read-only with values from the most recently updated inventory. These data are prefilled regardless of whether previously submitted EIs were paper or electronic format.

Because the operating parameters at a site do not change often, for the user's convenience, many of the new values are pre-filled with the previously submitted values. The user must choose to change any or all values or approve them as appropriate for the current year by selecting **Save**.

To change any data, the user enters a value in the box following the item (under the "New Value" column heading) and selects **Save**. More than one item can be updated prior to selecting **Save**. The user must update all mandatory fields. Because the number of emissions events and scheduled maintenance and start-up shutdown activities (SMSS) typically vary from year to year at a site, these fields may not be pre-filled and should be entered by the user.

If the user clicks **Cancel** without saving any data to the Work Area, this section will not be complete. The EI data cannot be submitted until all sections are complete.

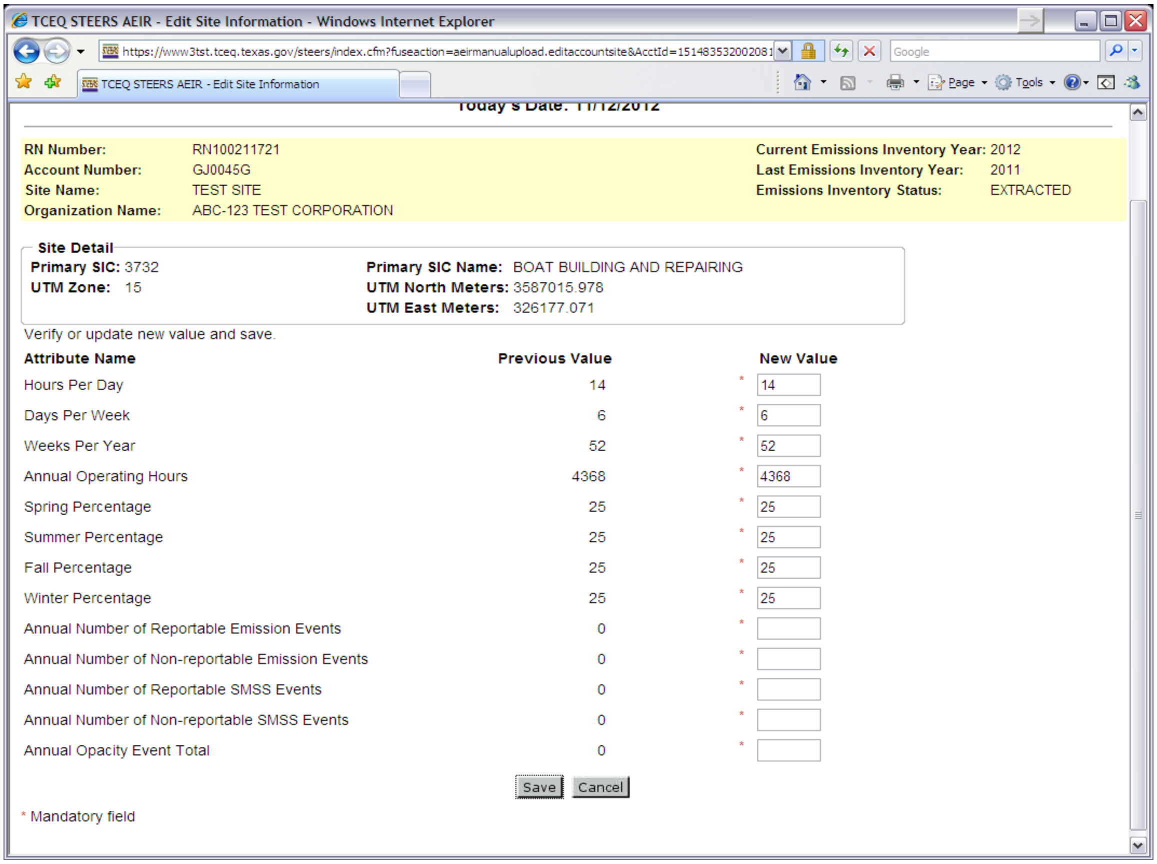
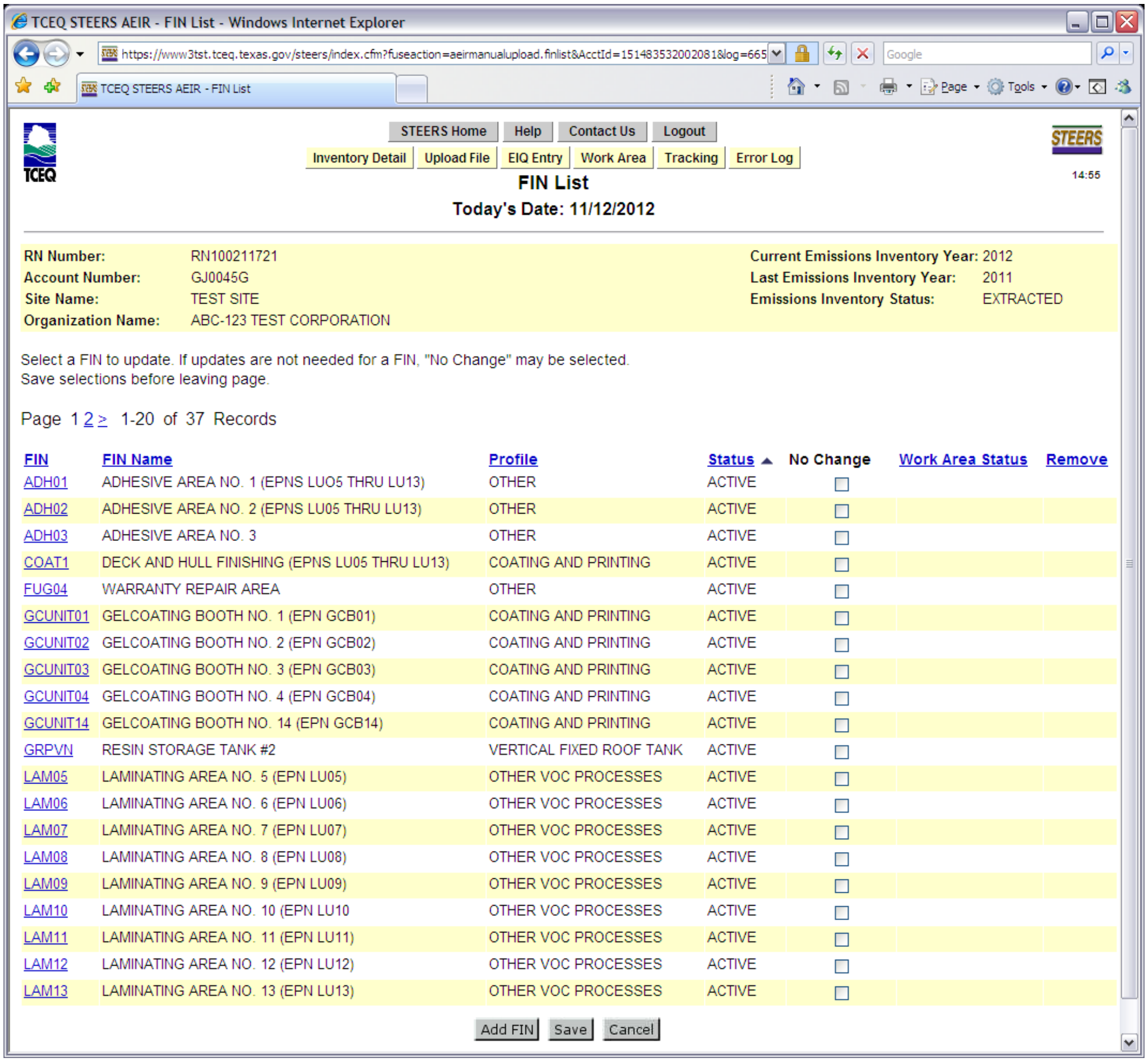


Figure 4: Edit Site Information Page Showing New Value Entry Fields

Update FINs, EPNs, and CINs

From the **Emissions Inventory Questionnaire Entry Search** page select the desired table for FINs, EPNs, or CINs from the drop-down menu. Equipment can be updated in any order. An alphanumeric list of the selected equipment is shown on the list page shown in Figure 5. It can be sorted by FIN, EPN, CIN, Name, Profile, or Work Area Status by clicking the respective column headers.

When a list page is first opened, the Work Area Status column will be blank. The system tracks work-in-progress by updating the **Work Area Status** after each equipment update is saved. The user must update all the equipment (FINs, EPNs, and CINs) in each table or, if the data remains valid from the previously submitted data, select the **No Change** box.



TCEQ STEERS AEIR - FIN List - Windows Internet Explorer

STEERS Home | Help | Contact Us | Logout

Inventory Detail | Upload File | EIQ Entry | Work Area | Tracking | Error Log

FIN List

Today's Date: 11/12/2012

RN Number:	RN100211721	Current Emissions Inventory Year:	2012
Account Number:	GJ0045G	Last Emissions Inventory Year:	2011
Site Name:	TEST SITE	Emissions Inventory Status:	EXTRACTED
Organization Name:	ABC-123 TEST CORPORATION		

Select a FIN to update. If updates are not needed for a FIN, "No Change" may be selected.
Save selections before leaving page.

Page 1 2 > 1-20 of 37 Records

FIN	FIN Name	Profile	Status	No Change	Work Area Status	Remove
ADH01	ADHESIVE AREA NO. 1 (EPNS LUO5 THRU LU13)	OTHER	ACTIVE	☐		
ADH02	ADHESIVE AREA NO. 2 (EPNS LU05 THRU LU13)	OTHER	ACTIVE	☐		
ADH03	ADHESIVE AREA NO. 3	OTHER	ACTIVE	☐		
COAT1	DECK AND HULL FINISHING (EPNS LU05 THRU LU13)	COATING AND PRINTING	ACTIVE	☐		
FUG04	WARRANTY REPAIR AREA	OTHER	ACTIVE	☐		
GCUNIT01	GELCOATING BOOTH NO. 1 (EPN GCB01)	COATING AND PRINTING	ACTIVE	☐		
GCUNIT02	GELCOATING BOOTH NO. 2 (EPN GCB02)	COATING AND PRINTING	ACTIVE	☐		
GCUNIT03	GELCOATING BOOTH NO. 3 (EPN GCB03)	COATING AND PRINTING	ACTIVE	☐		
GCUNIT04	GELCOATING BOOTH NO. 4 (EPN GCB04)	COATING AND PRINTING	ACTIVE	☐		
GCUNIT14	GELCOATING BOOTH NO. 14 (EPN GCB14)	COATING AND PRINTING	ACTIVE	☐		
GRPVN	RESIN STORAGE TANK #2	VERTICAL FIXED ROOF TANK	ACTIVE	☐		
LAM05	LAMINATING AREA NO. 5 (EPN LU05)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM06	LAMINATING AREA NO. 6 (EPN LU06)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM07	LAMINATING AREA NO. 7 (EPN LU07)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM08	LAMINATING AREA NO. 8 (EPN LU08)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM09	LAMINATING AREA NO. 9 (EPN LU09)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM10	LAMINATING AREA NO. 10 (EPN LU10	OTHER VOC PROCESSES	ACTIVE	☐		
LAM11	LAMINATING AREA NO. 11 (EPN LU11)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM12	LAMINATING AREA NO. 12 (EPN LU12)	OTHER VOC PROCESSES	ACTIVE	☐		
LAM13	LAMINATING AREA NO. 13 (EPN LU13)	OTHER VOC PROCESSES	ACTIVE	☐		

Add FIN | Save | Cancel

Figure 5: Example of List Page for FINs

Because the parameters of a piece of equipment at a site do not change often, the user is provided with a **No Change** option to select for any equipment listed. The user must select **Save** before leaving the page or the **No Change** selections will not be saved. Once the Save button is clicked, the Work Area Status column will indicate **No Changes** for all equipment that had the **No Change** box checked.

Note: The list of FINs includes all FINs from the STARS database for the site regardless of status. For FINs that have a status of shutdown, demolished, or ownership transfer, the only option for the user to select is No Change.

Selecting the equipment opens a list of detailed information for that equipment, shown in Figure 6. This is the **Edit Information** page. The user can make and save changes or view the parameters for the equipment. For the user's convenience, the new values are pre-filled with the previous year's values. If any of these values are no longer valid, the user enters the new values into the entry boxes under the **New Value** column. Some fields may initially be unpopulated because the data do not exist in STARS. If the unpopulated field is a mandatory field, then the user must enter updated data. All mandatory fields must be updated before selecting **Save**. If there are any errors with the entered values, the errors must be corrected before the data can be successfully saved to the Work Area. When the user returns to the list page after a successful save, the Work Area Status will indicate **Updated**.

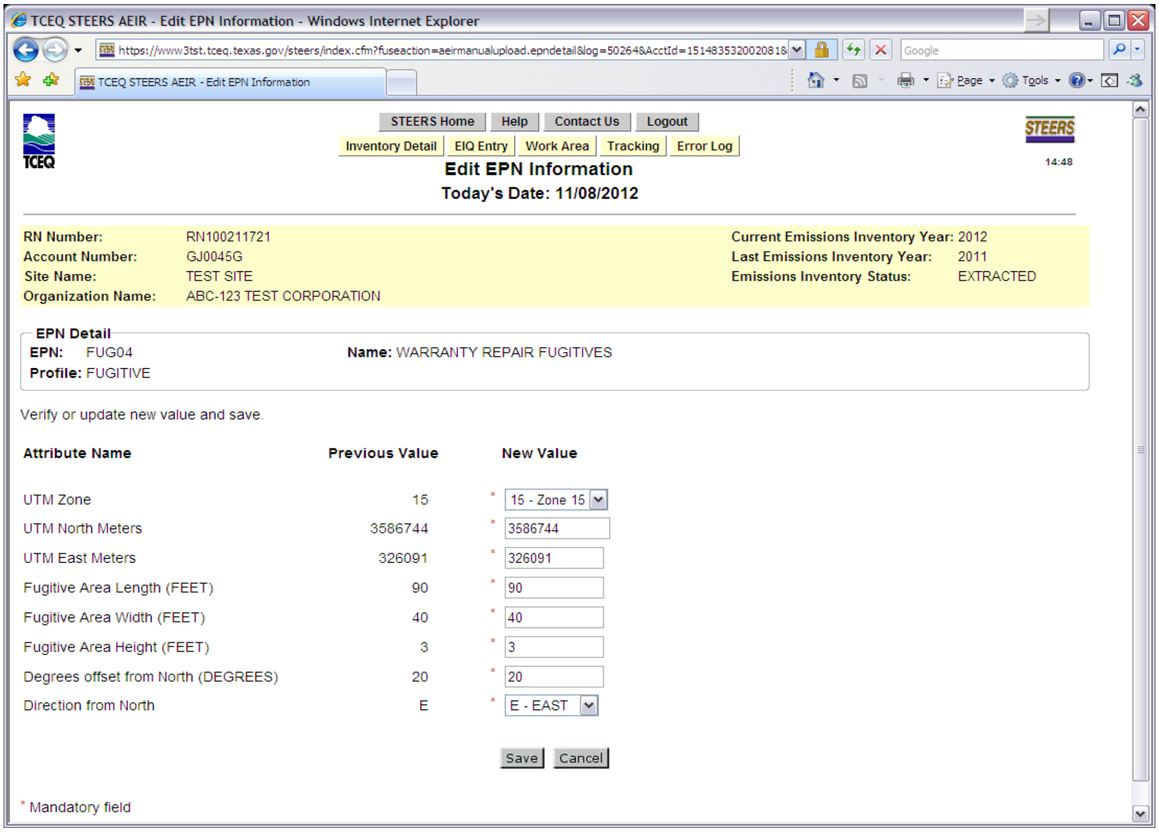


Figure 6: Example of an EPN Detail Page for a Stack

The user can still make changes to a piece of equipment that has been marked **No Change** by selecting the equipment from the list and making any change in the detail page. The Work Area Status will then indicate **Updated**. After a change is made on any equipment, the **No Change** option will be disabled.

The user must update or select the **No Change** box for all equipment. The Work Area status remains blank until either the data are changed through the detail window or the **No Change** check box is selected.

The user cannot change information located in the FIN, EPN, or CIN Detail header present at the top of each **Edit Information** page. The header contains information such as labels, names, group, profile, and SCC. Please contact the TCEQ to request changes to these types of information.

Update Emissions

The user can update emissions for each path (FIN/EPN pairing), including emissions from planned maintenance, startup, and shutdown (MSS) activities and emissions events (EE), if applicable. The user can also add new contaminants to any path.

Select the **EMISSION** section from the drop-down menu on the **Emissions Inventory Questionnaire Entry Search** page. The **Emissions List** page will appear. This page lists all the active paths for the site and the Work Area Status for each path, shown in Figure 7. The page also indicates whether a CIN is associated with the path by displaying a **Y** or **N** link in the **CIN** column. Selecting the **Y** link for a path under the CIN column will display the names of all of the control devices associated with the path. Also on the **Emissions List** page, the user may remove any newly created paths (see **How to Create or Delete a New Path** section below).

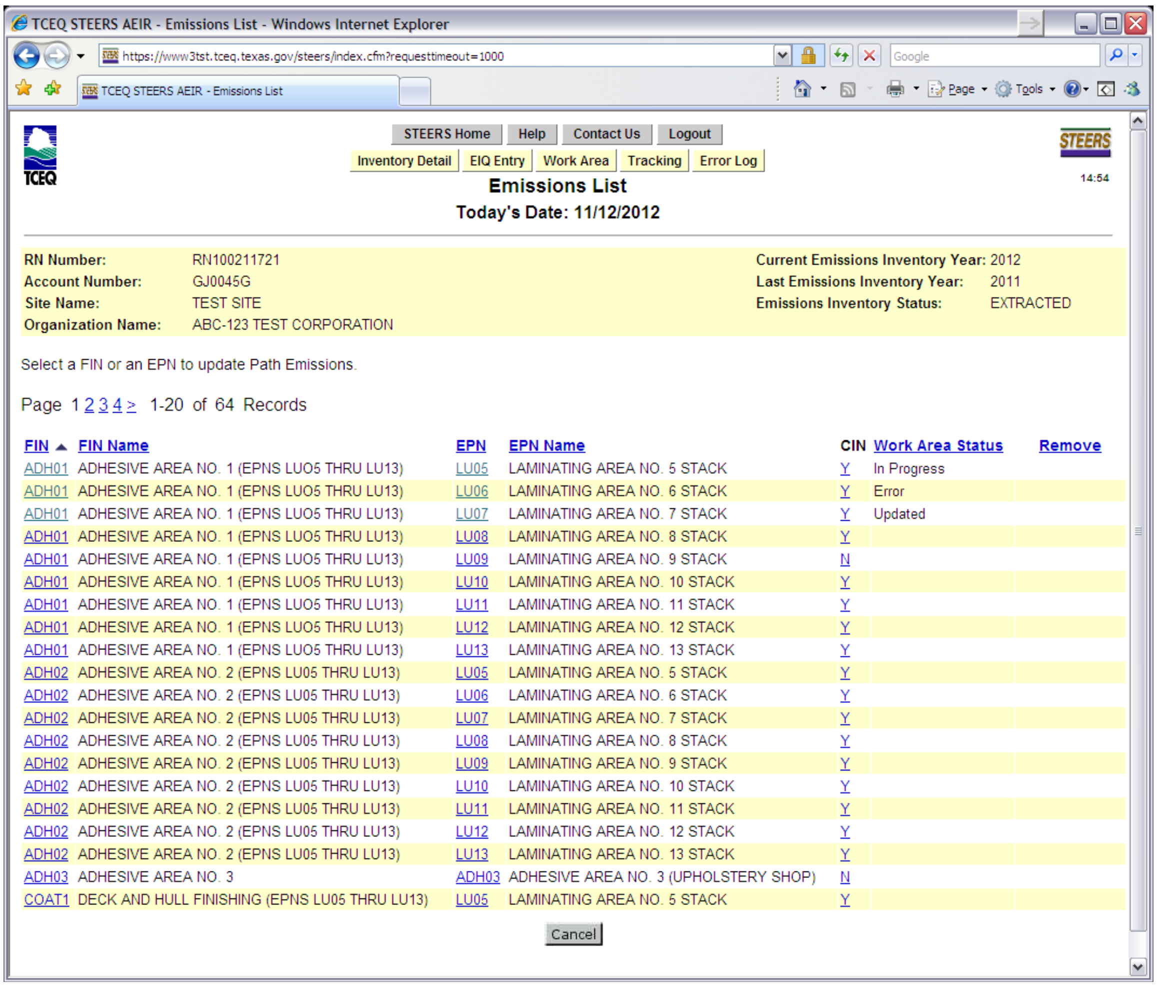


Figure 7: Emission List page

The Work Area Status column indicates the status of each path update. It remains blank until emissions are entered for a path. The column will indicate **In Progress** if the user is in the process of updating the emissions for a path and has not completed all entry. The column will indicate **Error** if there are errors with the entered values. Unlike FIN, EPN, and CIN data, emissions updates can be saved in stages, meaning emissions entry can be partially completed, saved, and then resumed at a later date. Saving partially entered emissions records can result in errors that must be corrected before submission of the EI. Once all entry has been completed and any errors corrected, saving the data will update the **Work Area Status** to **Updated**.

The user can pick a path by selecting either the FIN or EPN label in a row. The contaminants associated with a path are listed on the **Edit Emissions Information** page, shown in Figure 8. More than one page of contaminants for each path may be available.

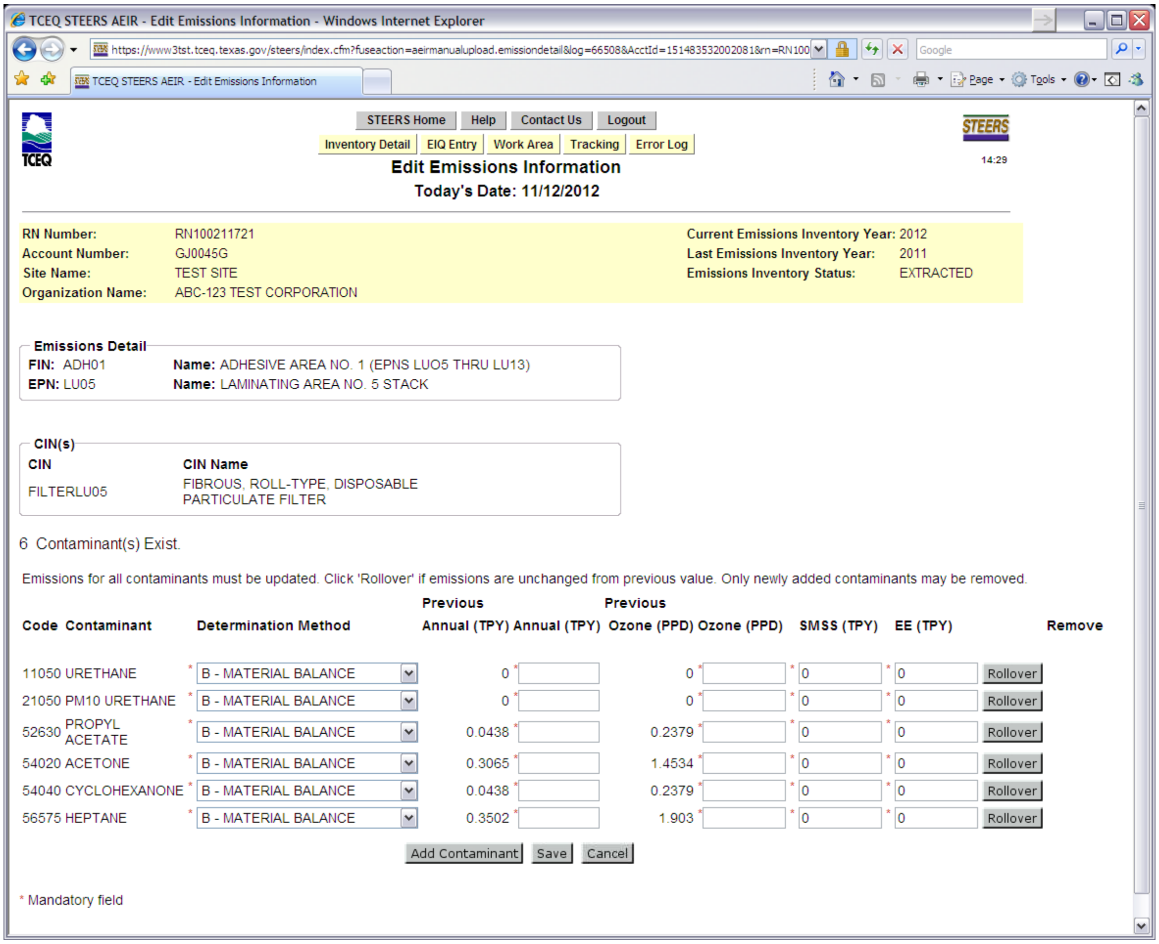


Figure 8: Edit Emissions Information for a FIN/EPN Path

The previously reported annual and ozone season emissions will be displayed under the **Previous Annual** and **Previous Ozone** columns. The entry columns for the new annual and ozone season emissions will be defaulted to blank when the window initially opens. The SMSS and EE emissions will be defaulted to zero.

Since the ozone season is May through September, it is possible for a site to have ozone season emissions but not have summer operations. If this is the case, enter a non-zero summer operating percentage (i.e., 1%) in the **FIN** section and then report ozone season emissions in the **Emission** section. See Chapter 4 of the Emissions Inventory Guidelines for information of ozone season reporting requirements and guidelines. Ozone season rates are not required for sites in certain counties. Enter a zero if no rate is required. The system will not accept a blank ozone season emissions record.

In some cases, the user may determine that the current year's emissions have not changed from the previous year's emissions. For users with active scripting enabled in the browser, a copy function called "rollover" is available. If the user selects **Rollover**, the current year's annual and ozone season values will be set to the previous year's values for the selected contaminant. There is no function to rollover the entire path's emissions (i.e., all contaminant emissions for the path at one time). If there are any issues with Java or active scripting in your browser the rollover function may not work. Contact your computer support staff or other technical support personnel for browser assistance.

For contaminants not previously reported, the user can add these emissions to a path by clicking the **Add Contaminant** button. Clicking this button takes the user to the contaminant search page (see **Search for a Contaminant** section below). After finding the correct contaminant, the user will be taken back to the **Edit Emissions Information** page where the user can enter the emissions for the new contaminant.

The user can delete any newly added contaminant from the Work Area by clicking the **Remove** check box then clicking **Save**. To preserve historical data, the system will not allow the user to delete any contaminant already present in the database.

If more than 25 contaminants are reported on a single path, then the user must use the on-screen paging buttons to view and update all of the contaminants (25 at a time).

Search for a Contaminant

The user can search for contaminant information using one of three criteria: the contaminant code, the contaminant name, or the Chemical Abstracts Service (CAS) number. Figure 9 shows the **Search Contaminants** page. If multiple criteria are entered, the system will use the first criterion listed on the window to perform the search.

The contaminant name search is a wild card search function. For example, searching for "alcohol" will return contaminants with "alcohol" anywhere in the name. If no contaminants exist for the provided search criterion, the window will list all the contaminants in the database. The search page will not display contaminants already reported on the path.

Once the user selects a contaminant code, the system will return to the **Edit Emissions Information** page with the selected contaminant appearing in a new row.

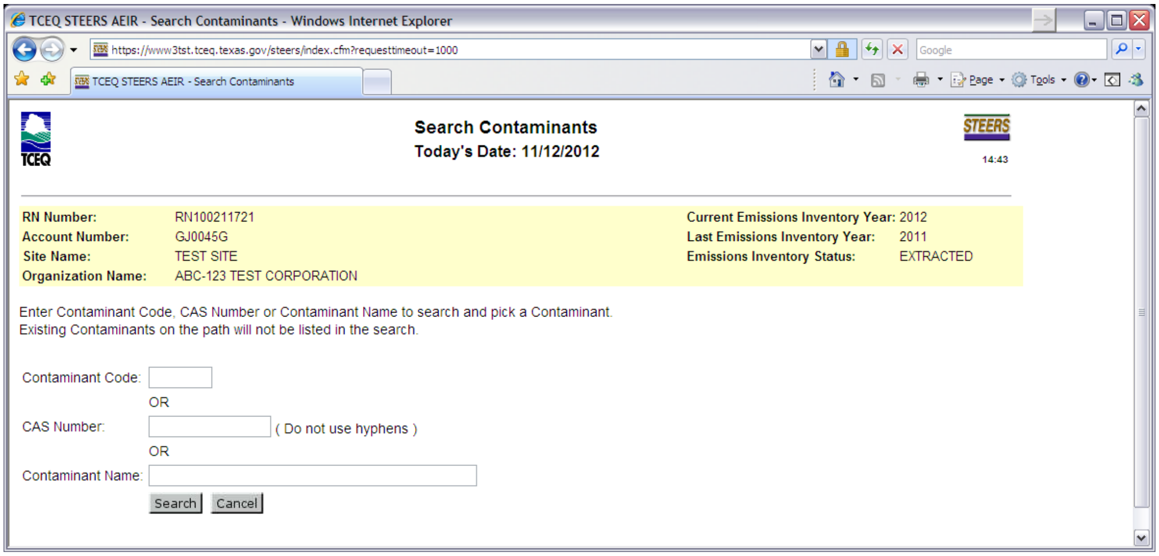


Figure 9: Search Contaminants page

Adding New FINs, EPNs, and CINs

The user can add new equipment to the emissions inventory. Only FINs with an active status can be added. All new equipment must be associated with another piece of equipment in a path. The system does not allow the user to submit an inventory with any unassociated equipment.

To add equipment, select the appropriate area of the inventory (FIN, EPN, or CIN) from the drop-down menu on the **Emissions Inventory Questionnaire Entry Search** page. To add a new FIN, EPN, or CIN the user will:

1. Select **Add FIN**, **Add EPN**, or **Add CIN** at the bottom of the appropriate **List** page.
2. Enter a label and name for the FIN, EPN, or CIN. Each FIN must be uniquely named; each EPN must be uniquely named; and each CIN must be uniquely named. See Chapter 3 of the Emissions Inventory Guidelines for nomenclature guidelines.
3. For a FIN or EPN, select the appropriate profile from the drop-down.
4. For a FIN or EPN, select **Next** to display characteristics unique to the type of FIN or EPN. Complete all required information.
5. For FINs, click **Select SCC** and search for the appropriate code.
6. For CINs, click **Select Abatement** and search for the appropriate code.

The system lists available Source Classification Codes (SCC) and abatement codes in search windows similar to the **Search Contaminants** page. The SCC description search function is a wild card search. For example, searching for “electric” will return descriptions with “electric” anywhere in the name. If no description exists for the provided search criteria, the window will list all the SCCs in the database.

Complete all required information. Click **Save** to save the newly created FIN, EPN, or CIN information into the Work Area.

Important note: Each added FIN, EPN, or CIN must be placed on a path. The path must contain one FIN, one EPN, and one or more emissions records. One or more CINs can also be included on the path.

Deleting New FINs, EPNs, or CINs

The user can remove newly created FINs, EPNs, or CINs by selecting the **Delete** button on the **FIN, EPN, or CIN List** page or at the bottom of a detail page. Only FINs, EPNs, or CINs added by the user through the AEIR system can be deleted. Existing equipment present in the STARS database cannot be deleted through the AEIR system.

How to Create or Delete a New Path

The user can add new paths by associating an existing or newly created FIN and EPN. The path optionally includes one or more CINs and must include one or more emissions records. To create a path, the user selects the FINs, EPNs, or CINs from the Work Area. Thus, before any FIN, EPN, or CIN can be included in a path, it must first be created or updated and saved into the Work Area.

The user may create a new path using the following steps:

1. Select **Add Path** from the drop-down menu on the **Emissions Inventory Questionnaire Entry** Page.
2. Choose **Select FIN** to search a list of FINs in the Work Area. After selecting a FIN the system will flow to the **Add Path** window.
3. Choose **Select EPN** to search for an EPN in the Work Area. After selecting an EPN the system will flow to the **Add Path** window.
4. Optionally, the user may add one or more CINs to the path. Choose **Select CIN** to search a list of CINs saved in the Work Area. Since path can have multiple CINs the **Select CIN** page uses check boxes to indicate which CINs will be added. Check all CINs that need to be added and select **Add Selected CINs**.
5. Add at least one contaminant record with emissions by selecting **Add Emissions** to start this process. Adding a contaminant to a new path uses the same process as adding a contaminant to an existing path (see above).

Important Note: The system will not create a path if the process is canceled before the user adds and saves an emissions record.

The user can delete new paths by going to the **Emissions List** page (select the **EMISSION** section from the drop-down menu on the **Emissions Inventory Questionnaire Entry Search** page). Because only newly created paths can be deleted the system displays a **Delete** button only for those paths. Select the **Delete** button to remove the path between a FIN and EPN. Because the emissions are associated with the path, emissions reported on the selected path will be also be deleted from the Work Area. After selecting **Delete**, a Delete Path and Emissions window will request the user to confirm deletion of the path and its emissions. With this function, the user is deleting the path or the association between two pieces of equipment. The FIN, EPN, and, if applicable, CIN will not be deleted unless deleted in a separate specific step. To remove any newly added equipment from the Work Area, the user must proceed to the FIN, EPN, or CIN lists pages and delete the specific Fin, EPN, or CIN.

The system does not allow the user to delete an existing path that is already in STARS. These paths have emissions history or other constraints preventing a deletion. Please contact the EAS Help Line (512-239-1773) to request deletion of existing paths from the inventory.

How to Add CINs to Existing Paths

The user can add control devices to existing paths. These paths are listed in the Emissions table. A **Y** or **N** flag in the **CIN** column indicates whether control devices already are associated with the path in the EI. Clicking on the **Y** or **N** indicator takes the user to the **Add/Delete CINs from Path** page. This page lists any existing CINs on the path and allows the user to add/remove new CINs.

1. Select the Emissions table in the drop-down menu on the **Emissions Inventory Questionnaire Entry Search** page.
2. Select the **Y** or **N** indicator under the CIN column for a particular path.
3. Click **Select CIN** to go to the **Select CIN** page.
4. Select one or more CINs to add to the path.
5. Click **Add Selected CINs** on the **Select CIN** page.
6. Select **Save** on the **Add/Delete CINs form Path** page.

Completing Online Entry of an EI

When the user has manually entered and updated all of the necessary data for the EI, then the data can be submitted to the TCEQ for validation and loading into the STARS database. See **Step 2: Submitting Data from the Work Area** below for more information on how to submit the EI data.

Clearing the Work Area

If at any point during the EIQ entry process, the user needs to start over due to incorrect entry or major changes to entered data, the option exists to delete all saved data from the Work Area. Once online entry has started in STEERS, the **Clear Work Area** button will appear on the **Air Emissions Inventory Detail** Web page. Clicking this button will ask for confirmation that the user wants to delete all data from the Work Area. Clicking **Yes** will complete the deletion of all data saved in the Work Area. Using the **Clear Work Area** function will require the user to restart EIQ data entry from the beginning.

Option 2, Upload File: Using a Single Text File to Submit an Updated EI

A user not wanting to update each FIN, EPN, CIN, and emissions record manually through the **EIQ Entry** option may choose to upload a single text file (delta file) for submission.

Creation of a delta file is a process entirely the responsibility of the user and/or the company. Special data systems, associated software, and data services are most commonly used to create delta files. For more information on delta files, see the Electronic Reporting links on the TCEQ point source emissions inventory Web page: http://www.tceq.texas.gov/airquality/point-source-ei/psei.html

Once the user has created a complete delta file containing all required EI updates, the user will complete these steps to upload a file to the Work Area:

1. Name the delta file in this format: RN#########_UPLOAD.txt. The delta file name must include the RN of the account to be submitted as shown in Figure 10.
2. Log into STEERS, access the AEIR system and select the appropriate RN as described in previous sections of this document to access the **Air Emissions Inventory Details** page.
3. Select the **Upload File** button at the top of the page to go the **Upload Air Emissions Inventory File** page.
4. Click **Browse** to browse your PC for the delta file. Highlight the delta file and click **Open** to return to the **Upload Air Emissions Inventory File**.
5. Select **Upload File** to load the delta file into the Work Area**.**

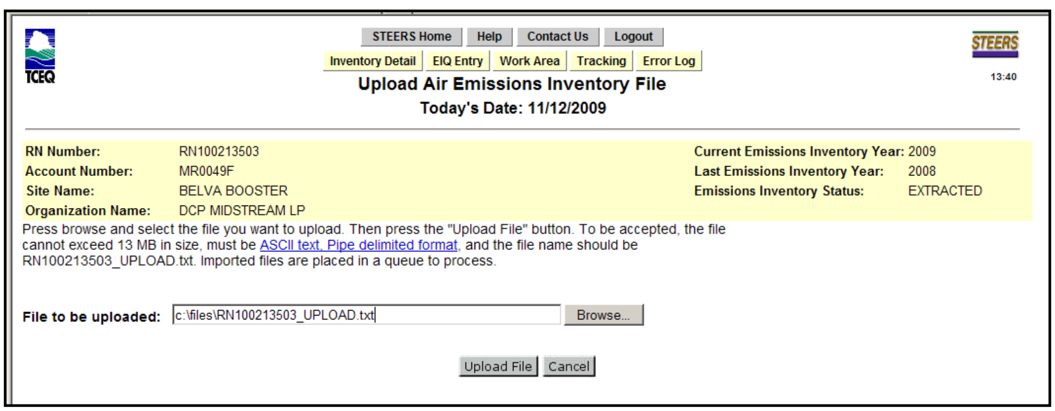


Figure 10: Reference Number (RN) in File Address Matches RN in Banner

Clicking **Upload File** starts the process for loading the selected delta file into the Work Area. The amount of time it takes to process the EI file depends on the file size and current database activity.

The user that loaded the delta file into the work area receives an e-mail summarizing the results of the import attempt. The status of the EI after the import process starts will be one of the following:

- **IMPORTING -** The file is in the queue waiting for processing.
- **IMPORTED -** The delta file was successfully imported into the Work Area. *This step does not complete the submission of data to the TCEQ*. The data must be submitted from the Work Area to STARS.
- **IMPORT ERROR -** Errors were detected in the file, and it was not imported. An error log is attached to the e-mail sent to the user or can be viewed by selecting

the **Error Log** button on the **Air Emissions Inventory Detail page**. Choose **Import Errors** from the drop-down menu and click **Search**. **The user must correct ALL errors off-line and reload the corrected delta file (repeat steps 2-5).**

Once a delta file is successfully imported into the Work Area, the user can submit the data for validation and upload in the STARS database (see Step 2: Submitting Data from the Work Area below).

Step 2: Submitting Data from the Work Area

The EI data is ready to be submitted to the TCEQ after the updated data have been completely entered using Option 1, EIQ Entry, or successfully uploaded using Option 2, Upload File, into the Work Area.

Access the Work Area by selecting the **Work Area** button located at the top of nearly every page in the AEIR system. The **Review or Submit Work Area Emissions Inventory Records** page (Figure 14) is used to search for data or to submit data to the TCEQ. EI data can be reviewed prior to submission by selecting the appropriate section from the drop-down menu. If during the manual entry process errors were found in any data or portions were not updated, error messages will be displayed. All manual entry errors and all portions of the EI must be corrected and updated before the EI data can be submitted.

After completing all manual entry or successfully loading a delta file, criteria emissions totals are displayed.

Important note: <u>Up to this point, all steps can be done by either a user with **Edit** or **Submit** access. However, ONLY a user with Submit access can perform the next steps in the EI reporting process, the Emissions Events certification and the submission of the EI data to the TCEQ.</u>

Emissions Events Certification for the Site

As stated in Chapter 4 of the Emissions Inventory Guidelines, a signed statement is required to be submitted with the EI if the site experienced no emissions events. The two options for this certification are displayed on the **Review or Submit Work Area Emissions Inventory Records** page, shown in Figure 14. Before submitting the EI data to the TCEQ, a user with Submit access must select whether the site experienced or did not experience any emissions events during the calendar year. Selecting one of the radio button options and submitting the EIQ to the TCEQ constitutes an electronic signature. Refer to Chapter 4 of the Emissions Inventory Guidelines for information on the certification statement.

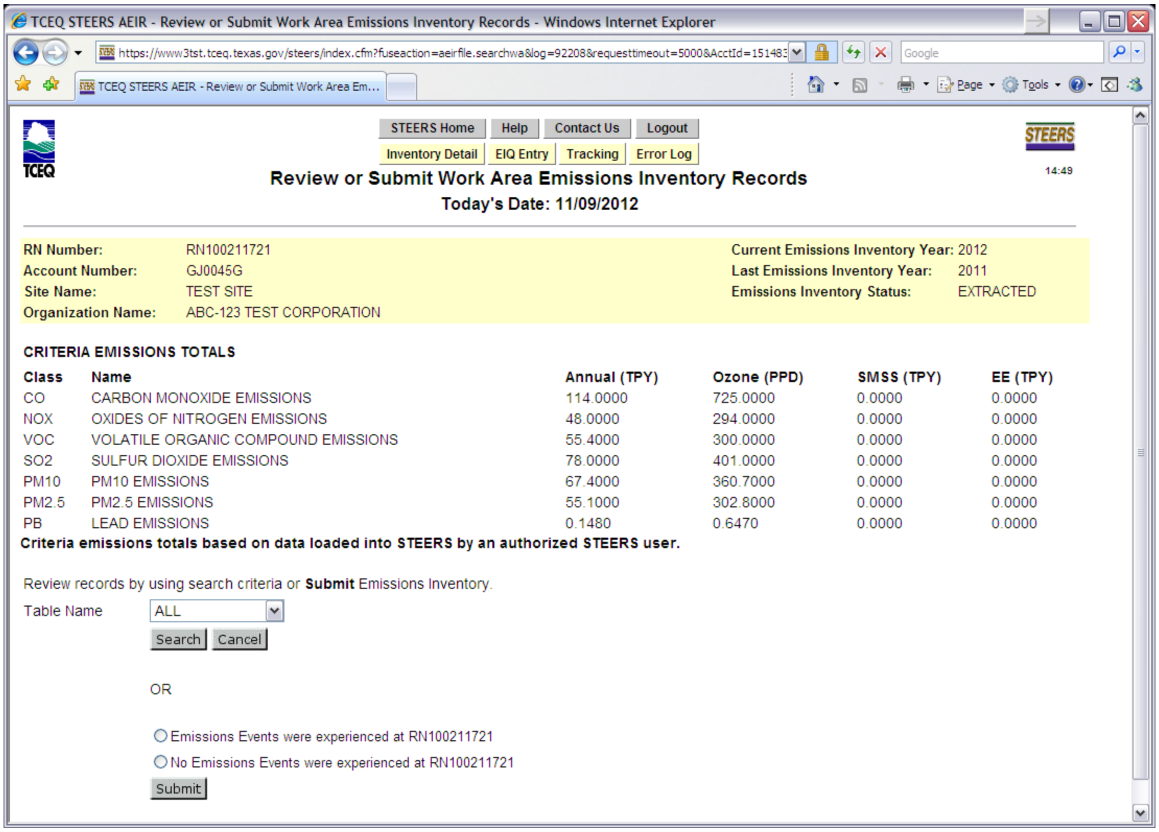


Figure 14: The Review or Submit Work Area Emissions Inventory Records Page

Submit Work Area Emissions Inventory Records

Only users with Submit access can perform this step. After reviewing the data and selecting the appropriate Emissions Event Certification option, clicking **Submit** takes the user to the **Review or Submit Work Area Emissions Inventory Records** page. This page shows the criteria emissions totals and several legal statements regarding the certification of the EI data. These statements are analogous to the certifications and signature blocks on the paper EIQ report. From here the user enters his/her STEERS account password and selects **Confirm** to submit the EI file. If the password is correct, the **Confirm Work Area Emissions Inventory Records** page will appear.

To submit the records in the Work Area, the user with Submit access will:

1. Review the EI data and indicate whether the site experienced any emissions events by choosing the appropriate option on the **Review or Submit Work Area Emissions Inventory Records** page.
2. Initiate the submission process by selecting the **Submit** button.
3. Review EI certification statements, and then enter his/her STEERS password and select **Confirm Submit** to submit the records that comprise the annual EI. These records are sent for validation (see below).
4. If **Do Not Submit** is selected, the user is returned to the **Review or Submit Work Area Emissions Inventory Records** page and the EI data is NOT submitted to the TCEQ.

After submitting the EI data the **Confirm Work Area Emissions Inventory Records** page is displayed. This page confirms the submission of the EI data, provides the user a confirmation number, provides details of future e-mail notifications regarding EI processing status, and provides information on how to obtain the copy of record for the EI submission. The user can further review the EI submission or select **Finished**.

The user starts the submit process by selecting **Submit.** All EIQs submitted through STEERS (regardless of the EI update method chosen) undergo data and formatting checks to ensure data completeness and proper formatting. This process is referred to as validation. Submitting the annual EI though the AEIR system starts the validation process.

The EI file status displayed on the Web page headers in the AEIR system will change to **PROCESSING** or **PROCESSED**. Depending on the amount of data submitted, processing may take a few minutes. Once the EI status has updated to **PROCESSED,** the data is placed in a queue for the validation routine, which typically occurs the night after the EI is submitted to the TCEQ. After the validation process is complete, a confirmation e-mail that includes the status of the validation processing (including any errors) will be sent to all users with Edit and Submit authority for that RN.

After the validation process is complete the status of the EI file displayed on the Web page headers in the AEIR system will be one of the following:

- **VALIDATED**: The data passed validation and is now undergoing quality assurance review in preparation for final upload into the STARS database. The system assigns a received date for the RN the day the validation process is successful. At this point the EI is considered received in accordance with 30 TAC §101.10. However, sample calculations and supporting documentation are still required for a complete EI submission. Failure to submit sample calculations and supporting documentation may result in the removal of the received date and potential issuance of a Notice of Violation and related enforcement action.
- **DATA-ERROR (only for users selecting the Upload File option)**: The EI delta file failed validation and must be corrected and resubmitted. The notification e-mail sent when the EI delta file fails validation will have the error log attached. This error log can also be reviewed through the **Air Emissions Inventory Detail** page by selecting the **Error Log** navigation button and choosing **Validation Errors** in the drop-down menu. The user must correct these errors off-line, load a corrected delta file into the AEIR Work Area, and have a user with Submit access re-submit the delta file.

  By design, users submitting the EI to the TCEQ using the **EIQ Entry** option should not encounter data errors on validation. Data checks built into the manual entry Web pages should not allow errors to be submitted to STARS. If an **EIQ Entry** user submits annual EI data that fails validation, please contact the EAS Help Line at (512) 239-1773. EAS staff will diagnose the problem with the user and either assist the user on how to correct the data in the AEIR system or initiate corrections from the TCEQ's system.

Important Note: Annual EIQ submissions through STEERS that contain errors will not be considered submitted and not be assigned a received date. The user must correct all errors and resubmit the annual EI for validation.

Step 3: Submit Supporting Documentation

30 TAC §101.10 requires sample calculations and supporting documentation be submitted to the TCEQ as part of the annual EI. This documentation is due at the same time the EI is due. Failure to submit this documentation may cause the annual EI submission to be considered incomplete and may result in enforcement action. Refer to Chapter 1 of the Emissions Inventory Guidelines for more information.

The sample calculations and supporting documentation can be attached to an e-mail or mailed to the TCEQ (see the Emissions Inventory Guidelines for the mailing address). Documentation, up to 50 megabytes, may be sent by e-mail to psdocument@tceq.texas.gov. Include the RN and inventory year in the subject line of the e-mail containing the sample calculations and supporting documentation.

EI File Status in AEIR (STEERS) and 30 TAC §101.10

To complete the annual EI update for an RN per the requirements of 30 TAC §101.10, both successful validation of the annual EI (i.e., the records and/or delta file were/was successfully submitted from the STEERS Work Area) and submission of the required supporting documentation to the TCEQ are required. EI data submitted through the AEIR system may be marked with a received date, but failure to submit sample calculations and supporting documentation may cause the annual EI submission to be considered incomplete and may result in enforcement action.

Final EI Data Upload into STARS

After the AEIR data submitted from the Work Area passes validation, the TCEQ will begin quality assurance review of the data and load the data into the STARS database. If any problems are encountered while loading the data into STARS, TCEQ will contact the EI contact with information on the errors. Depending on the nature of the issue, correction may require the user to resubmit through the AEIR system. Staff may also contact the user requesting additional documentation regarding the inventory update.

Quick-reference for EI File Status

A user can determine each EI file's update status from the Emissions Inventory Status in the header (banner) at the top of the STEERS AEIR system Web Pages.

Prior to any data being entered or loaded into the Work Area, the status will indicate:

- **EXTRACTED** – TCEQ processing complete and the AEIR system is ready for users to being updating their EI

For user's submitting a delta file, the status will indicate:

- **IMPORTING** – delta file is being imported from a user's personal computer to the AEIR Work Area;
- **IMPORTED** – delta file was successfully loaded; or
- **IMPORT-ERROR** – an error was detected in the delta file. The user must correct the error and reload the file.

The user will submit data from the Work Area to the TCEQ for processing. The status will indicate:

- **PROCESSING** – the data is in the queue to be processed or it is being processed; or
- **PROCESSED** – the data has finished processing and been placed in a queue for overnight validation.

Once the validation routine begins the status will change between:

- **VALIDATING** – depending upon the size amount of data and how long it takes to validate the data, the user may not see this status;
- **VALIDATED** – the data was successfully validated; or
- **DATA-ERROR** – errors were detected in the data. The user must correct the data errors and resubmit the EI file; this file will undergo validation again.

TCEQ staff will initiate the final step of uploading the EI file data into STARS. The EI file status will indicate:

- **COMPLETE** – for data that have been successfully uploaded into STARS; or
- **UP-ERROR** – staff may contact the user to correct errors and resubmit.

EI Update Tips

When using the **EIQ Entry** option, the user can update the data (FINs, EPNs, CINs, and EMISSIONs) in any order. However it is recommended that the user follow the order of FINs, EPNs, CINs, and then EMISSIONs. Sections may be partially updated before another section is started. Emission paths can be created after the needed equipment is saved into the Work Area. Equipment can also be added to the inventory at any time during the update process.

Work may be saved to the Work Area over several days or several work sessions. Because of the system's flexibility, it is possible to add equipment and neglect to create a path for it by associating it with another piece of equipment. The AEIR system will not allow the user to submit and EI with newly added equipment that is not associated properly. The user will need to create paths for equipment that is not properly before the file can be submitted.

Although the user chooses how to update the emissions inventory, the following update process is recommended to help organize an EI update with added equipment or paths.

Update and save existing information first so that these data are stored in the Work Area.

1. Update and save information on existing equipment.
2. Update emissions and add any new contaminants for existing paths.

To help keep track of new equipment and paths, add new information to the EI and create new paths in the EI one at a time.

3. Create and add any new CINs for existing paths.
4. Add and save a new FIN, EPN, and/or CIN needed for a new path.
5. Create the new path by:
    a. associating new equipment,
    b. associating existing equipment,
    c. or by associating a combination of new and existing equipment.
6. Add and save all contaminants and emissions for the new path.

It is also recommended that a cross-reference list be made in advance of all new FINs, EPNs, CINs, and paths. The Structural overview form available on the TCEQ's point source emissions inventory Web page serves as a useful template for this cross-reference list.

Contact Us

Emissions Inventory Help:

Help Line: 512-239-1773
E-mail at psinvent@tceq.texas.gov

Documentation Submission:

USPS:

Emissions Assessment Section, MC-166
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

Overnight Service:

Emissions Assessment Section, MC-166
Texas Commission on Environmental Quality
12100 Park 35 Circle, Building E
Austin, TX 78753

E-mail:

psdocument@tceq.texas.gov

STEERS:

Help Line: 512-239-6925 or
E-mail at steers@tceq.texas.gov

Acronyms

AEIR - Annual Emissions Inventory Reporting

EAS - Emissions Assessment Section

EI - Emissions Inventory

EIQ - Emissions Inventory Questionnaire

EPN - Emissions Point Number, the label for the point where emissions enter the atmosphere

CIN - Control Identification Number, the label for a device controlling or reducing emissions

FIN - Facility Identification Number, the label for the equipment that generates emissions

RE - Regulated Entity

RN - Regulated Entity Reference Number

STARS - State of Texas Air Reporting System

STEERS - State of Texas Environmental Electronic Reporting System

SPA - STEERS participation agreement

TAC - Texas Administrative Code

TCEQ – Texas Commission on Environmental Quality

Glossary

EAS - Emissions Assessment Section, a business unit within the TCEQ that is primarily responsible for the collection and review of air emissions data.

Received Date - The date when a file completes validation. This date is typically one day after the user started the validation process.

STARS - The State of Texas Air Reporting System database is the repository for all historical point source air industrial emissions inventory data. Annual updates are made to this database using data submitted from regulated entities.

STEERS - The State of Texas Environmental Electronic Reporting System is used by authorized employees or representatives of the regulated entity to report environmental data to TCEQ through the web.

Submitted Emissions Data - Data are submitted to the TCEQ in accordance with the requirements of 30 TAC §101.10 after the data are validated. In addition to the AEIR data, sample calculations and supporting documentation is required per 30 TAC §101.10. Failure to submit this supporting documentation may cause the annual EI submission to be considered incomplete and may result in enforcement action. Supporting documentation can be mailed to:

Emissions Assessment Section, MC-166
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

Upload Process - The process for extracting a file from the user's system and loading the information into the STEERS Work Area.

Validation Process - The process that reviews submitted EI data for basic EAS data checks. Data must be successfully validated to be considered submitted. EI data or EI files that fail the validation process must be corrected by the user and resubmitted.

Work Area - The STEERS staging area that provides the user the ability to review data to ensure proper and complete EI file transfer prior to submitting data. Please be aware that data loaded into this staging area are not submitted to the TCEQ Emissions Assessment Section, until the certifications are signed and the responsible official has selected **Submit**.